

DEPARTMENT OF THE ARMY
MANSCEN NONCOMMISSIONED OFFICER ACADEMY
FORT LEONARD WOOD, MISSOURI 65473-8840

ATZT-NCO-DS

23 MAR 07

MEMORANDUM FOR Drill Sergeant School Course Students, Class (05/06-07) Fort Leonard, MO
65473-8840

SUBJECT: Reception Information Letter

1. Your class should be billeted in the unaccompanied enlisted personnel housing (UEPH) Complex A. Complex A consist of bldg 3230 thru bldg 3234 located on Gate Street adjacent to the MANSCEN NCOA Dining Facility (Tony's Place).

2. Your military address while attending the course will be as follows:

Rank and Name

___ Gate Street, Stop ___

Fort Leonard Wood, Missouri 65473

(Bldg #, Gate Street Stop # - (Note: Stop # is the last three digits of your building #)

3. Soldiers who are in a TDY and return status should report to Fort Leonard Wood Lodging. Which is located in Building 470, the Soldier Service Center, Suite 1201 and is open 24 hours a day, 7 days a week for your convenience. Drill Sergeant School students are not allowed to be in TDY enroute status.

4. All soldiers will report to the basement of **Building 3230 at 0400 hrs, on 27 Mar 2007** for accountability, followed by in processing. The uniform for first formation will be the Army BDUs/ACUs, ID Card, beret and all black/desert boots. After breakfast the uniform for in processing will be ACU/BDUs. The following items should be on hand for in processing:

Duffle bag (issue OD green)

ID Card and black pen

DA Form 3955 Weapons qualification within 6 months

3 copies of your DA Form 1610 or TDY orders

3 copies of your reenlistment/extension papers

3 copies of your ERB

BLDG number, room number and phone number with extension

Parent Unit UIC code

ID and Values tags

L shape flashlight w/ batteries

Black all weather coat (with
gold rank insignia)

5. Point of contact is SFC Brenner, <mailto:brad.brenner@wood.army.mil> at (596) 563-0131, ext. 3-7409.



BRADLEY J. HOUSTON

1SG, USA

Course Manager